

Job Class Profile: Financial Planning Supervisor (Fisheries)**Pay Level: CG-41 Point Band: 950-993**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	7	2	4	6	6	6	4	2	
Points	280	117	13	19	180	130	124	86	21	970

JOB SUMMARY

The Financial Planning Supervisor (Fisheries) performs supervisory work relating to financial and cost research activities for the Department of Fisheries.

Key and Periodic Activities:

- Reviews existing departmental programs, policy and accounting system; gives guidance and advice and prepares reports, interdepartmental memoranda and cabinet memoranda. Reviews requests for financial assistance from companies seeking loan guarantees and other types of financial assistance through debt analysis of business plans, budgets and financial statements, as well as meetings with company principals, liaises with officials of government departments and financial institutions.
- Contacts and interacts with various companies who have received loan guarantees/financial assistance through meetings and discussions with company principals and personnel of financial institutions; represents the Department of Fisheries on various interdepartmental committees; and represents Government on the Board of Directors of various companies as required.
- Advises the Minister and Departmental Executives on relevant matters under loan guarantees, including defaults, as well as ongoing requests for financial assistance; liaises with the Department of Finance on such matters and acts as a resource person to Departmental Executives on matters with financial implications.
- Supervises the planning and conducting of complex statistical studies by development of methods and techniques for collecting, compiling and analyzing data; presentation of reports, interpreting the survey results including trend and cost analysis and making recommendations based on analysis.
- Supervises staff engaged in the production of reliable cost data on processing or harvesting activities which includes the examination of such variables as costs and yields for various species and for various end products including processing plant operational costs and overhead such as maintenance, wages, office, insurance and purchase of consumables.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Accounting principles and procedures such as GAAP (Generally Accepted Accounting Principles) — Understanding of processing and harvesting activities within the fisheries sector — Understanding of loan guarantees <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Undergraduate Degree in Business Administration or Bachelor of Commerce, and Professional Designation such as CMA/CA/CGA <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 2 - 3 years of experience in financial analysis in government or industry, preferably related to the fisheries sector <p>Competencies:</p> <ul style="list-style-type: none"> — Strong research and analytical skills — Leadership and time management skills — Written and verbal communication skills — Computer software skills (word processing, spreadsheet and database management)
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills such as listening, asking questions, gathering and providing information are required when interacting with clients on various financial issues; providing expert advice to Executive and Minister on relevant matters under loan guarantees, including defaults, as well as ongoing requests for financial assistance; making presentations to and gaining cooperation of others to address issues or solve problems with company principals, government officials and financial institutions while reviewing requests for financial assistance seeking loan guarantee through in-depth analysis of business plans, budgets and financial statements. — Communications occur with employees, peers, and managers involved in costing issues, with other government/agency representatives, executive personnel, financial institutions and company principals. — Most significant contacts are: manager/executive (to discuss client files and issues, seek direction and review work); clients (provide advice and support on loan guarantees/financial assistance well as sitting on Board of Directors as government's representative); employees (to provide direction and advice regarding production of reliable data on processing or harvesting activities).

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job do not result in considerable fatigue, requiring periods of rest. — Occasionally required to lift or move objects less than 10 lbs such as boxes of files. — Occasional travel is required to other parts of the province to meet with company principals

<p>and sitting on Board of Directors' meetings.</p> <ul style="list-style-type: none"> — Majority of work involves using a computer and sitting at a desk for extended periods of time, therefore, fine finger and precision work is a requirement.
Concentration
<ul style="list-style-type: none"> — Visual concentration involves staring at a computer screen to read and analyze financial data and prepare reports using various computer applications. — Auditory concentration includes listening to ensure understanding of information requested from clients as well as management staff (type of financial information and analysis required). Also, understanding of information being sought from various sources, such as financial institutions (interest rates), clients (details on loan guarantees and financial assistance). — Activities analyzing financial data and reports and preparing financial statements can be repetitious and require alertness. — Time pressures and deadlines are experienced as a result of deadlines for analysis, loan defaults, cabinet papers, etc.). — Exact results and precision are required when inputting statistical data, reading and understanding financial statements and when analyzing financial information for loan guarantees or other financial assistance.
Complexity
<ul style="list-style-type: none"> — Tasks tend to be diverse involving a wide variety of responsibilities and situations including supervising other employees involved in costing a number of different variables in the fisheries sector; reviewing requests for loan guarantees; and representing government on outside companies' Board of Directors. — Challenges/problems/issues tend to require in-depth analysis and assessment that are broad in nature and can involve developing solutions and explaining to executive/company principals and financial institutions. — Reference material available includes policies and procedures, acts and regulations, as well as external documents such as CICA handbook and accounting research papers.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks and activities are moderately prescribed and controlled. — Decisions can be made when carrying out due diligence on requests for loan guarantees or other financial assistance and involves questions asked to clients, performing financial analysis, surveying industry experts, etc. — Requires manager's approval for final review of the analysis and the presentation for funding. — Work tasks involving feedback to clients on their applications and representing government on Board of Director of companies requires discretion and independent judgement.
Impact
<ul style="list-style-type: none"> — Impacts generally affect department, outside the department, and clients and the general

public.

- Work activities impact finances and the corporate image.
- Once loan guarantees or other financial assistance is approved, the department and government can be scrutinized by competitors, fishing industry, fisheries union and could have a negative impact on the government's image, especially if loan defaults, and could have a significant financial impact on the province.
- In the event of a mistake or error, the consequence is directly felt on immediate work area and department.
- Legislation, policies and procedures are in place to minimize these errors.

Development and Leadership of Others

- Provides supervision to a small (less than 5) work group.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment and/or precautions are not required, nor is there any likelihood for injuries or illnesses resulting from hazards.
- Travel is required on an occasional basis to attend meetings.
- Only undesirable working condition present is occasional exposure to glare from a computer screen.